

Electronic Poll Book (E Poll Book) Inspector

- Ask EVERY voter for photo ID
 - If voter shows valid photo ID, use ID to verify identity of voter (NOT address)
 - If voter lacks ID, make sure they have completed Affidavit on back of Application to Vote
- Find voter's name on E Poll Book by swiping drivers license or by typing name, IF YOU USE NAME, LOCK ON CORRECT VOTER
- Compare the date of birth and current address on the Application to Vote to the E Poll Book
- Click on appropriate type of ballot issued
- Confirm ballot number with Ballot Inspector
- Provide voter number to Ballot Inspector

SPECIAL CIRCUMSTANCES

- If “**Regular Ballot**” button is **grey**, then you most likely need to send them **away** to another precinct. Look at Voting Location. Refer them to chair or co-chair immediately.
- If there is a red question mark next to voter's name check status box on lower right of screen and follow instructions on back
- If voter spoils ballot, work with Ballot Inspector to spoil and issue a new ballot in E Poll Book
- If voter is not on list, check “Other” tab, if voter is listed, send them to their correct precinct – do not let them vote in your precinct unless they go through 4 step provisional ballot process using “Procedure for Issuing A Provisional Ballot” form
- If voter is not on either “**This Precinct**” or “**Other Precinct**” tab, have Chair or Co-Chair take care of that voter while you continue processing other voters.

If Chair or Co-Chair brings voter back with Provisional Ballot Envelope form, **add voter under “Unlisted” tab** and issue them the ballot type your Chair/Co-Chair instructs.

Instructions on Voter Status Notes

Absentee Ballot sent/received by clerk—Do not issue ballot – do not allow voter to vote, put them in contact with Clerk's Office if they insist they did not vote absentee.

Absentee Ballot sent by clerk.

The ballot must be surrendered; write "Canceled – voted in person" - OR

If voter does not have their absentee ballot, call Clerk's Office to make sure ballot was not returned AND have voter complete affidavit of absent voter.

Verify - confirm address, correct address and/or DOB. Ask voter to confirm the information. If there is a difference, ask voter to complete Election Day Change of Address form. If date of birth needs changed, write the correct date of birth on an Election Day Change of Address form. Process in E Poll Book as regular voter.

Verify - surrendered license. Ask voter if they still live at registered address. If not, follow instructions for voters who have moved. Use Election Day Change of Address for any corrections or updates to our list of voters. Process in E Poll Book as regular voter.

Verify - sign registration card. Have the voter fill out a new voter registration and sign it. Process in E Poll Book as regular voter.

Verify - confirm citizenship. Ask the voter if they are a United States citizen, if the voter says yes, then have them fill out a new voter registration application and make sure they check the box indicating citizenship. Process in E Poll Book as regular voter.

Must show ID before voting (Federal Requirement) – If voter has already shown photo ID, process as regular voter. If they completed the affidavit instead, they must provide a copy of any current and valid photo identification or a copy of a current paycheck, government check, utility bill, bank statement or a government document which lists his/her name and address. Make a remark with the voter's name and indicate what form of ID was presented. If voter with this message can provide no identification, they must vote a provisional envelope ballot.

Challenged - if a voter has this status next to their name on the poll list, have the voter affirm the following oath, "**Do you solemnly swear or affirm that the information you are about to give is correct?**" Then ask questions of the voter until you have confirmed their information and that they are eligible to vote in your precinct. Write the correct information on the poll list, indicate how it was gotten and sign your name. Issue the voter a challenged ballot by writing the ballot number on the ballot and covering it with a white sticker from your supply box. Process in E Poll Book as challenged ballot.